



Public Safety Dispatcher (PSD) and Public Safety Dispatcher Trainee

PSD

\$4,952.55 –\$6,320.85mo + 6.5% holiday pay

Trainee

\$4,452.55/mo +6.5% holiday pay

EXAMPLES OF DUTIES

Receive emergency and non-emergency calls for service from the public, evaluate information received to provide an appropriate response to calls for service and dispatch police, fire, ambulance or other appropriate assistance in accordance with established procedures.

Enter and retrieve data from automated law enforcement information systems, maintain accurate records and prepare clear and concise reports.

Monitor status of officers in the field and other law enforcement and emergency service agencies.

Assist officers in selected non-hazardous field duties.

Provide structured training to department personnel in the use of state and national computer systems.

Perform other non-sworn support duties such as, but not limited to, assisting officers in processing prisoners, contacting and interviewing crime victims.

QUALIFICATIONS

One year of dispatching experience, preferably in a public safety setting, or experience providing clerical or technical support to law enforcement personnel. (PSD applicants only.)

Graduation from high school or the equivalent.

Must be willing to work various hours, rotating shifts, weekends and holidays.

Must be able to meet State standards for accessing criminal history information determined by a comprehensive background and psychological examination.

Those designated for special assignment must possess a valid CA driver's license and have a satisfactory driving record.

Skill in keyboarding at 40 net words per minute.

BENEFITS

The City offers a benefits package including a \$715 monthly allowance for flexible benefits including medical and dental insurance; City-paid life, disability and long-term care insurance policies; City-paid employee assistance program; sick leave; tuition reimbursement and educational incentive pay; 5% bilingual pay for certified working knowledge of Spanish or American Sign Language; \$570 annual uniform allowance; participation in a deferred compensation program; and a PERS 2% at 55 retirement plan. Annual vacation ranges from two to four weeks, depending on years of service.

APPLICATION PROCESS

A completed City application form is required to be considered for this position. Candidates chosen to advance to the testing process will be required to provide typing certificate showing ability to type 45 wpm.

Submit Application Materials To:

City of Morgan Hill
Human Resources Office
17555 Peak Avenue
Morgan Hill, CA 95037

Deadline to Apply:

April 20, 2007

TESTING PROCESS

The most qualified applicants will be invited to a test on Saturday, May 5. Successful candidates will be invited to an oral board interview

WORKFORCE DIVERSITY

The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.

Police Department Web Site

For more information about the Morgan Hill Police Department, please visit our web site at <http://www.morgan-hill.ca.gov/police/police.htm>